

MINUTES OF THE SPROUGHTON PARISH COUNCIL MEETING HELD AT THE BARLEY ROOM, TITHE BARN, LOWER STREET, SPROUGHTON ON 11TH JANUARY 2012, AT 7.30PM

Councillors present:

Cllr S.Curl (Chairman), Cllr B.Askew, Cllr A.Cronin, Cllr J.Kitson, Cllr G.Moore, Cllr S.Wood

Mrs S. Frankis, Clerk & Responsible Financial Officer

Peter Jones, District Cllr

Nicholas Ridley, District Cllr

1 member of the public

119 APOLOGIES FOR ABSENCE TO BE RECEIVED

Cllr D.Lavington, due to work commitments

Kathy Pollard, County Cllr

120 TO ACCEPT MEMBERS DECLARATION OF INTEREST

No declarations of interest were received.

121 TO CONFIRM AND SIGN THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14TH DECEMBER 2011

The minutes of the meeting held on 14th December 2011, having been circulated to all members, were confirmed and signed as an accurate record of the meeting.

122 REVIEW OF COUNCIL ACTIONS FROM THE PARISH COUNCIL MEETING HELD ON 14TH DECEMBER 2011

Re. minute no: 11/12 108 The Clerk advised she had been informed there had been a decline in the number of attendees at the Zumba classes but that the organisers intend to continue at this time.

7.35pm The meeting was adjourned to receive reports from District Cllr, Nicholas Ridley and District Cllr, Peter Jones.

District Cllr, Nicholas Ridley advised of the forthcoming Babergh District Council budget meeting. It is expected that the Government's incentive payment of 2 ½% will be rejected by Babergh District Council and that they will set a Council Tax increase of 3 ½%. He advised this course would then deal with the difficulties of setting a budget the following year, when the Government will withdraw incentive payments. He advised that Babergh District Council is considering introducing minimal Hadleigh car park charges in order to produce a balanced budget; a charge would present approximately £160K per annum.

Cllr J.Kitson referred to the lack of notice regarding the change to the collection of Babergh District Council tax payments. Cllr Ridley understood that the payments are now processed by a central department at Ipswich Borough Council.

7.45pm The meeting was reconvened.

123 TRANSPORT PANEL AND RELATED TRAFFIC MATTERS

No written report was received.

Cllr S.Wood referred to the Lorry Watch scheme and advised that positive feedback had been received from a haulage company, whose employee had flouted the weight restriction order.

124 TO CONSIDER ARRANGEMENTS FOR THE QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATIONS

Cllr S.Curl advised that a number of community representatives and volunteers had met on 10th January 2012; the meeting was well attended and chaired by Rev. Tony Wilcox.

- 125 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE
 A list of planning applications and recommendations made by the Planning Committee since the last meeting had been circulated to all Councillors and noted.
 District Cllr, Peter Jones advised that Babergh District Council had approved planning application no: B/10/01482.
- 126 FINANCE
 (i) To Approve Payments and Budget Position
 The statement of payments for December 2011 was approved.
 (ii) To Consider Grant Requests
 Two requests for grants had been received.
 The Council unanimously agreed to award a grant of £168.00 to Sproughton Parochial Church Council for the payment of repairs and service to the church clock.
Action: The Clerk is to forward a cheque for £168.00 to Sproughton Parochial Church Council.
 The Council unanimously agreed to award a grant of £50.00 to Suffolk Accident Rescue Service.
Action: The Clerk is to forward a cheque for £50.00 to Suffolk Accident Rescue Service.
 (iii) To Agree to Transfer £158.53 from the Green Reserve Account to the General Account
 The Council agreed to transfer £158.53 from the Green Reserve Account to the general account; this was for reimbursement to Mr S Lavington for the purchase of refreshments to be served at the Carbon Survey event and the £150.00 incentive payment awarded to Sproughton CEVCP School.
 (iv) To Agree to Carry Out the Quarterly Credit Card Audit
 Cllr A.Cronin and Cllr S.Curl agreed to carry out the quarterly credit card audit.
- 127 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS
 A written report had been received from the Tithe Barn Panel and circulated to the Council.
 Cllr J.Kitson asked the Council to consider recommendations in respect of the findings of the Tithe Barn Fire Risk Assessment.
 Cllr J.Kitson referred to the Parish Council meeting held on 11th December 2011 when the Parish Council considered whether they felt there was a need to improve the fire resistance of the thatch by an external application of a product such as “MAGMA FIRESTOP” at a cost expected to be in the region of £5k every 5 years. The insurer of the Tithe Barn would offer an annual renewal premium discount of £381.45 should a product be applied to the thatch. The Council agreed that although this would be a reasonable discount it would still leave the council to reserve in excess of £600 per annum to cover the estimated cost of applying the fire resistant product. The Council agreed to record that the matter had been considered but would not be pursued at this time.
 Cllr J.Kitson referred to the recommendation that fire safety training be provided for Council members and Council employees of the Tithe Barn. The Council agreed to obtain a quote from Eastern Fire Ltd for Jane Draper, Sue Frankis, and Mike Herbert to receive fire safety training; the Council agreed to invite Sproughton Community Shop C.I.C. to receive the training.
Action: A quote is to be obtained from Eastern Fire Ltd.
 Cllr J.Kitson advised at present Jane Draper carries out the weekly Tithe Barn fire tests. The Council agreed that Mike Herbert and Cllr Simon Wood should also be trained to carry out this procedure.
Action: Mike Herbert and Cllr S.Wood are to receive training from Jane Draper.
 The Council had previously agreed to accept the ‘Tithe Barn hire charges and the generality of Appendix B’ of the November 2011 Tithe Barn report, which had left the balance of Appendix A to be agreed and adopted (the two Tables of rates having been agreed). The Council unanimously agreed to adopt Appendix A.
 Cllr J.Kitson advised that three quotations had been received for a notice board. A request to one of the suppliers for written confirmation of his quotation had not been forthcoming. The Council agreed to award the contract to Mr John Ruff, subject to him providing written confirmation of his quotation

within two weeks. If he fails to provide the requested information, the Council agreed to award the contract to Mr Keith Barwick.

- 128 TO RECEIVE THE REPORT OF THE 'GREEN' SPROUGHTON PANEL
No written report was received.
Cllr G.Moore advised she had included a letter in the In Touch magazine, thanking those who supported the recent Cut Your Carbon survey exhibition,
- 129 TO CONSIDER REQUESTS FOR MEMORIALS AT THE BURIAL GROUND AND REALTED MATTERS
There were no requests to consider.
- 130 TO RECEIVE THE REPORT OF THE PLAYING FIELD MANAGEMENT COMMITTEE PARISH COUNCIL TRUSTEES
No written report was received.
Cllr B.Askew advised that a group of children had been caught vandalising areas of the Sproughton Playing Fields. He advised that £4k had been identified in the PFMC accounts but there was no supporting documentation to show where the funds came from. The Clerk advised the Council had historically been advised by Mrs R Lavington that the money was surplus from grants received and spent for the refurbishment of the children's play area. Cllr B. Askew asked if the PFMC could use the money to refurbish the children's play area. The Clerk advised that as the children's play area was the responsibility of the Parish Council, the funds would have to be forwarded to the Parish Council for it to expend. Cllr B.Askew advised he was in receipt of the football club's accounts, which showed a balance in hand of £383.00 and a final reminder received from Suffolk County Council for grass cutting. He asked if the Council would make a financial contribution for the grass cutting. The Clerk advised that like any other Sproughton organisation, the football club could apply to the Parish Council for a grant. The Clerk advised that as a result of a number of issues raised by the PFMC with the Parish Council, she had sought legal advice regarding the Sproughton Playing Fields Conveyance Deed. She advised that a true understanding of the document remained unclear at this time but will continue to pursue the matter.
- 131 TO CONSIDER THE TERMS OF THE SPROUGHTON COMMUNITY SHOP C.I.C.'S OCCUPATIONAL LICENCE FOR THE PERIOD 1ST APRIL 2012 TO 31ST MARCH 2013
Cllr S. Curl declared an interest and duly signed the register. Cllr S.Curl abstained from the ensuing discussion. Cllr B.Askew and Cllr J.Kitson agreed to consider the matter.
- 132 SPROUGHTON PARISH COUNCIL RISK MANAGEMENT
The Council continues to prepare a risk management report.
- 133 SUFFOLK COUNTY COUNCIL HERITAGE CONSULTATION
Cllr S.Wood advised he had considered the consultation document and considered the majority of the questions were not aimed at organisations. The Clerk advised she had used the services of the Ipswich Records Office, on behalf of the Parish Council. The Council agreed the Clerk would complete the consultation document on behalf of the Parish Council.
Action: The Clerk is to complete the Suffolk County Council Heritage Consultation document.
- 134 TO CONSIDER ARRANGMENTS FOR THE VALENTINES DISCO AND TO AGREE A BUDGET
A budget plan had been prepared by Cllr D.Lavington and circulated to the Council.
Cllr S.Wood advised a Valentine's disco will be held at the Tithe Barn on 10th February 2012. He advised the event will be ticketed in order to monitor attendance numbers and a nominal charge of 20p per ticket will be made. Cllr B.Askew, Cllr A.Cronin and Cllr S.Wood requested a budget to present the event. Cllr B.Askew, Cllr A.Cronin and Cllr S.Wood confirmed the only financial risk to the Parish Council would be £180.00, the cost of the disco, as all the alcohol and sweets will be purchased on a sale or return basis from Sproughton Community Shop. A budget of £710.00 was requested for expenditure s follows; £180.00 for the hire of Andy Betts Roadshow, £80.00 for the sale or return purchase of sweets

and soft drinks from Sproughton Community Shop, £300.00 for the sale or return purchase of alcohol from Sproughton Community Shop and £150.00 cash float for the bar. The Council unanimously agreed to afford the event a budget of £710.00 on the understanding there would be no financial risk on the sale of alcohol and sweets.

135 TO CONSIDER THE FORMATION OF A PARISH COUNCIL EVENTS PANEL

A Terms of Reference had been prepared by Cllr D.Lavington and circulated to the Council.

The Council agreed there would be merits to the formation of a community events panel within the community and considered whether the Parish Council was the appropriate host for this. There would be no reason why a panel could not be set up which was independent of the Parish Council. The Clerk suggested that there could be benefit in this with regard to seeking grant funding for events from outside bodies. Cllr S.Curl proposed there should not be a Parish Council events panel; the Council voted four in favour of his proposal, one against and one abstention.

136 TO AGREE THE TIMES, DATES AND VENUE OF THE PARISH COUNCIL MEETINGS FOR THE PERIOD APRIL 2012 TO MARCH 2013

The list of proposed dates was approved.

137 TO AGREE THE TIME, DATE AND VENUE OF THE 2012 ANNUAL PARISH MEETING

The Annual Parish meeting will be held at 7.30pm, 2nd May 2012 at the Tithe Barn, Sproughton.

138 TO AGREE THE TIMES, DATES AND VENUE OF THE PARISH COUNCIL PLANNING COMMITTEE MEETINGS FOR THE PERIOD APRIL 2012 TO MARCH 2013

The list of proposed dates was approved.

139 TO AGREE THE TIME, DATE AND PLACE OF THE NEXT PARISH COUNCIL MEETING

The next Sproughton Parish Council meeting will be at 7.30pm, on 8th February 2012, at the Barley Room, Tithe Barn, Lower Street, Sproughton.

140 MATTERS RAISED BY MEMBERS

Cllr J.Kitson advised one of the Tithe Barn courtyard dusk to dawn lights was not working. Cllr S.Wood agreed to look at the light, with the assistance of Cllr J.Kitson.

Cllr S.Wood advised he had received a report of broken glass within the children's play area by Sproughton parishioner Mr D.Pryce. The Council agreed to ask Mike Herbert to closely monitor the situation.

Action: The Clerk is to ask Mike Herbert to monitor the children's play area.

Cllr G.Moore asked if the bus timetable displayed at the village green is current.

Action: The Clerk is to enquire if the timetable is current.

Cllr A.Cronin asked if there will be a bus service during the forthcoming periods of closure of Lower Street, Sproughton.

Action: The Clerk is to make enquiries regarding the bus service during the forthcoming periods of road closure.

Cllr S.Curl advised Mr V.Durrant had asked the Council to advise him of who would be taking responsibility of the parish street lighting and monitoring emails received from info4local.gov.uk. Cllr B.Askew agreed to take responsibility of the parish street lighting and Cllr G.Moore agreed to receive and monitor emails from info4local.gov.uk.

Cllr B.Askew asked if the Tithe Barn courtyard gate could be closed during night time as a security measure. The Clerk is to ask Sproughton Community Shop if this security measure would inconvenience their activities.

Action: The Clerk is to write to Sproughton Community Shop.

Summary of Actions

126 FINANCE

(ii) To Consider Grant Requests

Action: The Clerk is to forward a cheque for £168.00 to Sproughton Parochial Church Council.

Action: The Clerk is to forward a cheque for £50.00 to Suffolk Accident Rescue Service.

127 TO RECEIVE THE REPORT OF THE TITHE BARN PANEL AND RELATED MATTERS

Action: A quote is to be obtained from Eastern Fire Ltd.

Action: Mike Herbert and Cllr S.Wood are to receive training from Jane Draper.

133 SUFFOLK COUNTY COUNCIL HERITAGE CONSULTATION

Action: The Clerk is to complete the Suffolk County Council Heritage Consultation document.

140 MATTERS RAISED BY MEMBERS

Action: The Clerk is to ask Mike Herbert to monitor the children's play area.

Action: The Clerk is to enquire if the timetable is current.

Action: The Clerk is to make enquiries regarding the bus service during the forthcoming periods of road closure.

Action: The Clerk is to write to Sproughton Community Shop.

The meeting closed at 9.50pm

Chairman : _____

Date: _____